

What is an Advisory Committee?

Advisory committees promote greater cooperation between career and technical education and business/industry.

They're made up primarily of private-sector members who volunteer their time, talent and knowledge to support and strengthen career and technical education programs.

Advisory committees have three major roles:

- ✓ To advise
- ✓ To assist
- ✓ To support and advocate for career and technical education

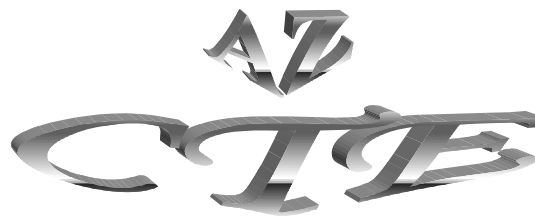
An important service that committee members provide is to assist faculty in identifying job specific skills so that instruction will better reflect business/industry and further strengthen career and technical education.

ARIZONA

Career and Technical Education



Local Advisory Committee Member's Guide



November 2001

**Arizona Department of Education
Career and Technical Education**

Website:

www.ade.state.az.us/cte/careerpathways

Thank You

Thank you for volunteering your time and energy to assist Arizona Career and Technical Education (CTE) and to serve on a Local Advisory Committee.

One of the most common characteristics of “quality programs” is their close tie to business and industry as well as to the community.

This guide attempts to answer frequently asked questions pertaining to advisory committees.



The Importance

“Schools and business that work together not only reinforce the importance of business-education partnerships, but also the need for everyone to work toward a common goal: building a better community.”

—*Techniques*
(*Association for Career and Technical Education*)

“Occupational training must be of high quality for Arizonans to compete in the international marketplace. Using the advice of experts to keep occupational programs delivering the latest in technology processes and systems is good for students, employers and the economy.”

—*U.S. News & World Report*

How does this Benefit my Business?

As the work place increasingly becomes more technological, complex and competitive, well-trained workers have become difficult to find.

Advisory committee membership provides:

- ✓ Direct access to skilled potential employees
- ✓ Opportunities to influence training of the current and future workforce
- ✓ A setting to develop networking relationships with professionals in your respective field



What are my Responsibilities?

Committee members work to strengthen and modernize the CTE program. It's important that members:

- ✓ Attend/participate in meetings
- ✓ Suggest/develop agenda items
- ✓ Help determine priorities and ways to achieve them
- ✓ Accept/carry out assignments

What are the Functions of an Advisory Committee?

Committees develop a program of work based on the needs of the program and the requirements of the business community. These are eight major areas committees *may* consider assisting with:

- ✓ Community Relations
- ✓ Curriculum
- ✓ Community Resources
- ✓ Recruitment
- ✓ Career and Technical Student Organizations
- ✓ Job Placement
- ✓ Staff Development
- ✓ Program Review

On average, advisory committees meet twice a year.



Advisory committees are effective when all those involved (instructors, administrators and committee members) work cooperatively to enhance and improve the program.